## Office of Mayor Virg Bernero Mayor Event Appearance Request Form

Due to the high demand for the Mayor's presence, all petitions for appointments are requested to be submitted 3 weeks prior to the event.

Date of Event:	_ Time Begin:	Time End:
Mayor's Participation: ☐ Meet and Greet	□ Speak	☐ Present Proclamation (complete proclamation request form)
Other (explain):		
Please indicate exact <b>time</b> and <b>duration</b> of N	Mayor's particip	pation: Time: Duration:
Name of Event:		
Event Purpose		·
Address of Event:		
Event Coordinator (name/title/organization):	:	
Affiliation/Sponsor:		
Event Coordinator Telephone:		Cellular Number:
Fax Number: Email	il:	
Who will meet the Mayor upon arrival (nam	e/title):	
		ining participants & other invited public officials at least 5 rations, please note that the Mayor may be accompanied by
•	chedule, would y	you accept a Representative of the Mayor's Administration to
If applicable, presentation topic:		
Please provide talking points and backgroun	d information of	of event/organization (or Website):
Who will introduce the Mayor (title/organiza	ation):	
Target Audience:		
Expected # in Attendance:		
Will there be any form of Media present?		-
Information Obtained/Submitted By:		Date:
Mayor's Approval/Comments:	□ NO	

Send Completed Request To:

Renee Freeman, Office of Mayor Bernero, 124 W. Michigan Avenue, 9th Floor City Hall Lansing, MI 48933 – Phone: 517: 483-4141 - Fax: 517-483-6066 renee.freeman@lansingmi.gov